

## Processing Hints

### Processing Chart

The following provides a variety of scenarios that may be encountered when processing special payments, and the indicators that are used to produce the desired response.

SCENARIO	TAX	CHK	DED
Produce a separate payment, tax according to the employee's masterfile record, and take no deductions.	5	3	8
Produce a separate payment, tax according to the employee's masterfile record, and take all deductions.	5	3	0
Produce a separate payment, tax according to the employee's masterfile, and only take banking deductions.	5	3	9
Produce a separate payment, tax according to the employee's masterfile, and take all percentage deductions.	5	3	7
Produce a separate payment, tax according to the supplemental rate, and take no deductions	0	3	8
Produce a separate payment, tax according to the supplemental rate, and take all deductions	0	3	0
Produce a separate payment, tax according to the supplemental rate, and only take banking deductions	0	3	9
Produce a separate payment, tax according to the supplemental rate, and only take banking deductions	0	3	7
Produce a separate payment, tax according to the supplemental rate, and take all percentage deductions.	0	3	8
Produce a single payment, tax according to the employee's masterfile record, and take no deductions from the whole payment.	5	0	8
Produce a single payment, tax according to the employee's masterfile record, and take all deductions.	5	0	0

SCENARIO	TAX	CHK	DED
Produce a single payment, tax according to the supplemental rate, and take no deductions from the whole payment.	0	0	8
Produce a single payment, tax according to the supplemental rate, and take all deductions	0	0	0
Produce the special payment and no regular pay, tax according to the masterfile rate, and take deductions.	5	2	0
Produce the special payment and no regular pay, use the supplemental tax rate, and take deductions.	0	2	0
Produce two separate special payments and let the employee receive their regular payment, take no deductions on the special payments, and tax the two special payments according to the masterfile.	5	3	8
	5	3	8
Produce two special payments, but produce a single pay instrument, want to withhold normal deductions, and tax at the supplemental rate.	0	0	0
	0	0	0
Produce two special payments and no regular payment, take deductions on the first special payment and only take bank deductions on the second, tax both at the employee's masterfile rate. Employee is Automatic.	5	2	0
	5	3	9

The above listing does not list every possible combination of descriptors for processing. It only shows the more common situations that a processor may encounter on a day-to day basis.

**NOTE:** When a special payment is combined with a regular payment to produce one payment, the deduction descriptor used on the special pay will determine how deductions are processed for the whole payment. For example, if a value of "8" is used in the deduction descriptor and combine the special pay and regular pay, no deductions will be withheld from the entire payment.